

June 22, 2016

**PROCESSING TRAINING VOUCHER PAYMENTS FOR “INDIVIDUAL
TRAINING GRANT” AND “TRADE ADJUSTMENT ASSISTANCE ACT”
PIN: 801SBS160213**

ADDENDUM #1

This addendum includes the following information:

Section I: Questions and Answers

Section II: Acknowledgement of Addenda

Section I: Questions and Answers

1. You are seeking a Contractor to be a Payment Agent, who will disburse Training Voucher Payments to approved training providers for individual Training Grants and the Trade Adjustment Act?

Answer: Yes.

2. The relevantly qualified individual will be working for Small Business Services of NYC?

Answer: Yes

3. Should we send resumes to be considered? If yes, who should receive them? And how many can be sent? Is there a deadline?

Answer: Resumes are not required.

4. Will the Competitive Sealed Bid (CSB) package provide more detail such as:
 - a. Salary
 - b. Employment type: contract based, project based, full-time
 - c. Benefits
 - d. Further details regarding the job description, experience and skill sets required

Answer: All requirements are identified in the Detailed Specifications/Scope of Work in Part C of the Bid document.

5. Can you tell me what the fixed monthly fee being paid to the current contractor is?

Answer: The current monthly fee is \$1,534.

6. Is there ever a need for the Contractor to go onsite to the Small Business Services, Workforce Center(s), and or the Training Providers? If so, please explain in what detail and how often.

Answer: No

7. Some RFP's disclose who the incumbent Contractor is and the current fees. Is this something you are able to disclose? If so, please give specifics.

Answer: The annual fee charged by the current contractor, Community Software Solutions, Inc. is \$18,408.

8. Where can we find Examples 1, 2, & 3 listed in the scope of work on pages 51 and 52 as stated below?

- ***Page 51 section f.***

Provide Training Providers with notification by email or other electronic means of payments made to Training Provider's accounts at least one day before EFT to training provider's bank account. The notification must include a detailed report with information on the claims authorized and processed for payment. Please see Example 1 for a sample of the e-mails currently sent to training Providers.

- ***Page 51 section g.***

Submit to SBS a return batch file of voucher payment activity one business day after EFT to Training Providers is completed. File must include:

- A listing of each payment made to each training provider identified with an EFT transaction number (check number in case of a paper check), and date the funds transferred/check issued in a format determined by SBS. Please see Example 2 for a sample of the text file (aka the "return file") currently sent by pay agent for uploading to SBS database.

- ***Page 52 section 2 c.***

An electronic file, in an agreed upon format, of authorized payments to be made by the Contractor. The file will consist of all necessary information to process the payment including the name and ID number of the Training Provider, the amount of payment, the invoice number, and date of authorization. Please see Example 3 for a sample of two of the four electronic files currently sent to the pay agent from SBS.

Answer: See examples attached below of each file type.

9. Where can we find more information about the security requirements to have continuous system usage in the event of a power outage?

- *Page 52 section j.*

Provide an automated and secure payment processing system that allows for continuous system usage in the event of power outages or other disasters and meets security requirements defined by SBS.

Answer: Selected contractor will have opportunity to receive technical assistance regarding the applicable system security requirements.

10. Where can we find the Operations and Technology specifications with SBS to ensure our systems are compatible?

- *Page 53 section A.*

Data and Internet Security

1. The Contractor must utilize appropriate security technology considerations, including, but not limited to, firewalls and encryption technology that meet SBS' quality and security requirements. The computer application must adhere to New York City citywide Information Security Standards as well as all New York State and federal requirements. The Contractor may be required to sign a non-disclosure agreement regarding the data, procedures, and processes associated with the ITG/TAA training voucher database/Worksource1. The Contractor will be required to review all Operations and Technology specifications with SBS to ensure that the systems employed will be compatible with those of SBS and contain sufficient controls to ensure system integrity.

Answer: Selected contractor will have opportunity to receive technical assistance regarding the applicable data and internet security requirements.

11. How do we make arrangements to visit the work site?

Answer: There will be no visit to work site.

12. Where will the answers to the questions be posted?

Answer: Answers will be posted here: <http://www.nyc.gov/DoingBusinessWithSBS>



**NYC Department of Small Business Services
Training Grants Payment Authorization**

Batch Number: 1016
 Total Value of Approved Payments: \$0.00
 EFT Transaction #: N/A
 Transaction Date: 12/4/2008
 Total Number of Invoices in Batch: 2
 Total Number of Claims in Batch: 2

Date: 12/4/2008
 nationalvocationalschool@
 National Vocational School Inc. (B
 5922 20th Avenue
 Brooklyn, NY 11204
 Training Provider ID #: 5357

Please be advised that the Central Validation Unit has authorized payment on the following claim(s):
 THE FUNDS WILL NOT APPEAR IN YOUR ACCOUNT FOR 3 BUSINESS DAYS OF THE EFT TRANSACTION DATE

SBS Reference No: 10997
 TP Invoice No: 4508
 TP Invoice Date: 1/11/08
 Program Type: ITG

<u>Last name</u>	<u>First name</u>	<u>Voucher Auth #</u>	<u>Milestone</u>	<u>Approved</u>	<u>Amount Approved</u>	<u>Disapproval reason</u>
MANDEL	PETER	507375	1	NO	\$0.00	Training start date missing on M1 certification

SBS Reference No: 11007
 TP Invoice No: 4505
 TP Invoice Date: 10/30/08
 Program Type: ITG

<u>Last name</u>	<u>First name</u>	<u>Voucher Auth #</u>	<u>Milestone</u>	<u>Approved</u>	<u>Amount Approved</u>	<u>Disapproval reason</u>
VOLCIN	JAMES	507277	1	NO	\$0.00	Completion of less than one full week of course instruction

*Training Providers may re-submit claims disapproved **within two weeks** from the date of this e-mail. Re-submittal procedures and requirements are posted in the Training Guide at www.nyc.gov/trainingguide. (Click on Training Providers tab to access to Training Grants Milestone Payment Procedures and Requirements).*

If re-submittal is not made within the two week period, the claim status will be considered invalid, closed and final.

If you have any questions about the above information, please contact the NYC Small Business Services Validation Unit at validation@sbs.nyc.gov. You must include the Batch Number indicated above.

batch_num	batch_date	sbs_id	approved_amt	trans_success	eft_problem	no_t_and_c	no_w9	no_eft_data	amt_paid	trans_no	EFT_DATE	EMAIL_SENT	EMAIL_STATUS	DATE_CREATED
9982	03/03/2011	123	\$780.00	N	Y	N	N	N	\$0.00	5417	03/03/2011	Y	S	
	09/23/2011													
9992	09/22/2011	234	\$1,250.00	Y	N	N	N	N	\$1,250.00	5802	09/23/2011	Y	S	
	09/23/2011													
9992	09/22/2011	342	\$1,450.00	Y	N	N	N	N	\$1,450.00	5803	09/23/2011	Y	S	
	09/23/2011													
9992	09/22/2011	344	\$1,444.00	Y	N	N	N	N	\$1,444.00	5804	09/23/2011	Y	S	
	09/23/2011													
1157	09/22/2011	423	\$780.00	Y	N	N	N	N	\$780.00	5805	09/23/2011	Y	S	
	09/23/2011													
9992	09/22/2011	444	\$8,000.00	Y	N	N	N	N	\$8,000.00	5806	09/23/2011	Y	S	
	09/23/2011													
9992	09/22/2011	466	\$14,750.00	Y	N	N	N	N	\$14,750.00	5807	09/23/2011	Y	S	
	09/23/2011													

Sample Payment Files:

EFT Totals (used to make EFT payments)

batch_num	sbs_organisationid	num_invoices	num_claims	approved_amount
99901	68	2	3	2500.0000
99901	118	1	2	1250.0000
99901	223	1	1	2250.0000

EFT Details (used for e-mails to Training Providers)

Batch Num	sbs_organization id	tpinvoicenum	tpinvoicedate	sbs_ref_no	lastname	firstname	voucher_id	milestone	approveddate	amtapproved	approved	disapproval_reason	program_type
99901	68	9999-A	2011-09-21	21747	White	Bryan	509297	1	2011-09-22	1250.0000	YES		ITG
99901	68	9999-A	2011-09-21	21747	Black	Rob	512489	1	2011-09-22	0.0000	NO	Late payment request (received more than 60 days after milestone)	ITG
99901	68	9999-B	2011-09-21	21747	Smith	Sally	504171	1	2011-09-22	1250.0000	YES		ITG
99901	118	123	2011-09-20	21748	Adams	Noel	500827	1	2011-09-22	0.0000	NO	M1 certification not signed	ITG
99901	118	123	2011-09-20	21748	Smith	Alicia	507219	1	2011-09-22	1250.0000	YES		ITG
99901	223	21740	2011-09-22	21749	Smith	KEN	506195	2	2011-09-22	2250.0000	YES		TAA



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Section IV: Acknowledgement of Addenda

Please be reminded that you must acknowledge the receipt of this addendum by completing and submitting **Attachment C** with your proposal.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME



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ATTACHMENT C

**ACKNOWLEDGEMENT OF ADDENDA
PROCESSING TRAINING VOUCHER PAYMENTS FOR "INDIVIDUAL TRAINING GRANT" AND "TRADE
ADJUSTMENT ASSISTANCE ACT"
PIN: 801SBS160213**

Directions: Complete Part I or Part II, whichever is applicable, and sign your name in Part III.

Part I

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum # 1, Dated _____ June 22 _____, 2016

Addendum # 2, Dated _____, 2016

Addendum # 3, Dated _____, 2016

Addendum # 4, Dated _____, 2016

Part II Acknowledgement of No Receipt

_____ No Addendum was received in connection with this RFP

Part III

Proposer's Name: _____

Proposer's Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____